tube:

date to	S. R.	Koza Pellington Hoppus Realty Main Reception	D. Ihling J. Tweedie P. Taylor ntenance Desk Management Food	to:	Willa Brown - Room 2 - 17th M. Echevarria New Jersey Puerto Wednesday, Se (full date) 5:00 p.m. starting	fl. PricanBar Associate 17, 1980 6:00 p.m
A-V re	quire	ements for th	ne above meeti	ng:		
Lecter	n			Movie I	Proj.	
Public Address				Video	. D. F	
Overhead Proj.		Audio Recorder				
Overhe	ad Pi	coj.		Audio I	iccorder	
Overhe					Record/Camera	
Slide Operat	Proj.	eeded for any	of the above	Video I	Record/Camera	
Slide Operat	Proj	eeded for any	of the above	Video I	Remove phone	
Slide Operat Phone Water	Proj.	eeded for any	Ext. no.	Video I	Remove phone Conf. tables_	
Slide Operat Phone Water Flipch	Project ne	eeded for any	Ext. no. t head table Easel	Video I	Remove phone	.,
Slide Operat Phone Water Flipch	Proj.	eeded for any fe and cups a lobby sign t	Ext. no. It head table Easel To read	Video I	Remove phone Gonf. tables Pointer	
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MEMORINDUM

to S. Kennedy R. Koza R. Pellington V. Hoppus Realty Main Reception Facilities Management Telephone (J. Tweedie P. Taylor tenance Desk Management Food	Room 2 - 17th fl. Margie Echevarria New Japan Provide Pica Associates		
A-V requirements for th	e above meeting:			
Lectern	Movi	Movie Proj.		
Public Address	Vide	0		
Overhead Proj.	Audi	o Recorder		
Slide Proj.	Vide	o Record/Camera		
	Ext. no	Remove phone Conf. tables		
Flipchart		Pointer		
17th floor lobby sign t	NT Puerto	Rica Bar Assoc Room 2		
Type of Set-Up:				
	Conference	e style for 10 people		
Coffee Bar Service (15				
Time	Hot Beverages	Pastry		
No. of people	Milk	Soda		
Beverage and pastry may cc to:tube:		room or into Heligan Book COPY		

N 1077 11.731

MEMORANDUM December 2, 1980 Willa Brown - Ext. 8586 ____ date from area Room 2 - 17th fl. S. Kennedy D. Ihling to assigned: R. Koza J. Tweedie R. Pellington P. Taylor Margie Echevarria to: V. Hoppus New Jersey Puerto Rica Associates Realty Maintenance for: Reception Desk Thursday, Dec. 4, 1980 Facilities Management on: (full date) Management Food Telephone Office 8:00 p.m. 6:00 p.m. starting concluding OTHER DATES A-V requirements for the above meeting: Lectern Movie Proj. Public Address _____ Video Audio Recorder Overhead Proj.____ Video Record/Camera Slide Proj. Operator needed for any of the above Phone Ext. no. Remove phone Water carafe and cups at head table _____ Conf. tables Flipchart Easel Pointer 17th floor lobby sign to read NJ Puerto Rica Bar Assoc. - Room 2 Type of Set-Up: Conference style for 10 people Coffee Bar Service (15 minutes allotted time) Hot Time Beverages Pastry

Milk

Beverage and pastry may be taken back to classroom or intoppeligan Book COPY

No. of

tube:

H 1072 (1-73)

Soda

Other